

G. SEPARATION FROM EMPLOYMENT

Section G, Separation from Employment, includes information about the termination of an employment relationship between an individual and his or her employer, detailing the conditions under which an individual and an organization terminate the employment relationship.

Entity Uses: Staff Member

2440 † **Employment Separation Date**—The month, day, and year on which an individual ended a period of self-employment or employment with an organization or institution.

Entity Uses: Staff Member

7010 † **Employment Separation Type**—A designation of the type of separation occurring between an individual and the organization.

01 Voluntary—Separation resulting from a decision made solely by the involved employee (e.g., a resignation)

02 Involuntary—Separation resulting from a decision made solely by the employer (e.g., a layoff or discharge).

03 Mutual agreement—Separation resulting from a decision arrived at jointly by both the employee and the employer.

99 Other

Entity Uses: Staff Member

2460 † **Employment Separation Reason**—The primary reason for the termination of the employment relationship.

01 Other employment in education—Separation resulting from an individual leaving an employer to pursue or begin another job within the field of education.

02 Other employment outside of education—Separation resulting from an individual leaving an employer to pursue or begin another job outside the field of education.

03 Retirement—Separation resulting from an individual leaving an employer in accordance with the provision of a specific program allowing or requiring an individual to leave upon reaching a certain age, a certain number of years of service, or upon sustaining a disability.

04 Family/personal relocation—Separation resulting from an individual being precluded from continuing employment because he or she or his or her family has relocated.

05 Change of assignment—Separation resulting from the employer's decision and/or employer/employee agreement to relocate the individual to another assignment within the same organization, agency, parish, or system.

06 Formal study or research—Separation resulting from an individual leaving an employer to study or undertake research activities.

07 Illness/disability—Separation resulting from an individual leaving an employer due to sickness or an incapacitating condition.

08 Homemaking/caring for a family member—Separation resulting from an individual's decision to become a homemaker, or deciding to spend time rearing his or her children, or to care for his or her parent/guardian.

09 Layoff due to budgetary reduction—Separation resulting from a decrease in the monies available to an organization for staffing.

10 Layoff due to organizational restructuring—Separation resulting from changes in the administrative, personnel or executive structure of an organization.

11 Layoff due to decreased workload—Separation resulting from a reduction in the amount of work to be done.

12 Discharge due to unsuitability—Separation resulting from the incompatibility of an individual's work style or skills with the requirements of his or her position.

13 Discharge due to misconduct—Separation resulting from serious and/or continuing acts involving misconduct, insubordination, negligence, infraction of laws or regulations.

14 Discharge due to continued absence or tardiness—Separation resulting from not being present or late for work on a frequent basis.

15 Discharge due to a falsified application form—Separation resulting from untrue or misleading information provided on the employment application.

16 Discharge due to credential revoked or suspended—Separation resulting from the withdrawal or temporary cancellation of a document stating that an individual has met specified requirements.

17 Discharge due to unsatisfactory work performance—Separation resulting from job activities carried out below a standard of quality.

18 Death—Separation resulting from the death of an individual.

19 Personal reason—Separation resulting from an individual leaving an agency or system for unspecified personal reasons.

20 Lay off due to lack of funding—Separation resulting from the position being eliminated due to lack of funds.

21 Lost credential—Separation resulting from the individual losing the credential required for the position.

97 Reason unknown—Separation resulting from an individual leaving an agency or system for an unknown reason.

99 Other

Entity Uses: Staff Member

7020 **Severance Pay**—The amount of money, based on last salary, length of service and age, which an employee may be paid when separated involuntarily from an agency, such as during a reduction-in-force. In most cases, an employee is ineligible for severance pay if the separation results from misconduct or if he or she is eligible to retire on an immediate annuity.

Entity Uses: Staff Member

7030 **Reemployment Eligibility**—The degree of satisfaction with an individual's past performance as it relates to future consideration of his or her possible rehiring in the organization.

01 Eligible for reemployment—The organization should have no reservations about reemploying the individual in a position for which he or she is qualified.

02 Not eligible for reemployment—The organization should not rehire the individual.

03 Eligible on a conditional basis—The organization should rehire the individual provided specified conditions are met.

Entity Uses: Staff Member

7040 **Reason Not Eligible for Reemployment**—A description of the rationale for determining that an individual is not eligible for reemployment by the organization.

Entity Uses: Staff Member